



SUBMITTAL REQUIREMENTS LOT-LINE ADJUSTMENTS/MERGERS

APPLICANT PRESUBMITTAL CHECKLIST

FILING FEES & FORM

All materials identified below shall be submitted in digital (PDF) format.

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1. A completed General Application form.

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2. Filing Fees:

Planning Division

\$1,874.25 + Time/Material

Engineering Division

\$2,000 * + \$603.50 processing fee

The fees are paid separately to each Division. Make checks payable to the City of Los Altos.

** This is an at-cost deposit provided to the Engineering Division to cover time and materials. An additional deposit may be required if extra staff time is necessary to complete review of the lot-line adjustment. Questions regarding the deposit may be directed to the Engineering Division at (650) 947-2780.*

SUBMITTAL REQUIREMENTS

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1. **Title Report**

One (1) digital copy of a preliminary title report or policy of title insurance for all properties involved, not more than 6 months old.

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2. **Lot Line Adjustment Authorization and Certificate of Ownership Form (attached)**

Signed by all property owners of each lot being adjusted.

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3. **Legal Description(s)**

A legal description and exhibit map, wet stamped and signed by a license land surveyor or qualified civil engineer, for each parcel after lot line adjustment.

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4. **Closure Calculations**

Closure and Area Calculations report of the property upon adjustment or merger.

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5. **Site Plan**

One (1) digital copy in PDF format (minimum 18x22 inches in size) of a site plan, drawn to a scale of one-inch equals not less than forty feet (1" = 40'), prepared by a license land surveyor or qualified civil engineer, shall be submitted with the following information:

- ☐ North arrow and scale
- ☐ Name, address and telephone number of the record owner(s)
- ☐ Name, business address and telephone number of the person who prepared the map
- ☐ Location and names of all adjoining and contiguous highways, streets, alleys and public ways
- ☐ Approximate widths, locations and type of all existing and proposed easements
- ☐ Lot layout and approximate dimensions and square footage of each lot before and after the adjustment (show meets and bounds)
- ☐ Locations of all existing buildings, utilities and other improvements
- ☐ Lot coverage and floor area calculations for all structures to remain on each lot
- ☐ Setbacks of existing buildings and other improvements from the existing and proposed property lines (only those buildings which are to remain)
- ☐ The location and size of all existing trees over 4” in diameter, other than fruit or nut trees.

PROCESS

The Planning Division will evaluate the proposal for consistency with City regulations and standards; this includes findings that the proposal is consistent with the City’s General Plan and Zoning Ordinance. Once the proposal is approved by the Planning Division, it will be routed to the Engineering Division for a technical review to confirm that the information is accurate and consistent with all applicable statutes and regulations, including the Subdivision Map Act. Following their approval, the Engineering Division will prepare and record a Certificate of Lot Line Adjustment, which includes updated grant deeds for all properties involved.



City of Los Altos

Planning Division

(650) 947-2750

Planning@losaltosca.gov

Lot Line Adjustment/Merger: Authorization and Certificate of Ownership

I certify that I am the record owner of the property described in this lot line adjustment application and hereby request approval of a lot line adjustment/merger as described in the legal description(s) and exhibit map(s) dated _____. The information contained herein is true and correct to the best of my knowledge, and I consent to the lot line adjustment/merger as described herein.

Parcel A	Parcel B
Address:	Address:
APN:	APN:
Signature	Signature
Date	Date
Print Name	Print Name
Signature	Signature
Date	Date
Print Name	Print Name

If more than two (2) parcels, or additional owners, attach additional sheets with owner's signature.

If an agent or other representative of the property owner executes this application, a copy of the Power of Attorney or other authorization of such action must be attached.